

## **Colorado Civil Rights Division** **Initial Consultation Process**

The Civil Rights Division has implemented a more streamlined intake process. To shorten the process for drafting and filing Charges of Discrimination, the Civil Rights Division has implemented a new, in-person intake process. Now, when someone first contacts our office to claim discrimination in employment, the Division schedules an initial consultation between the person filing the Charge of Discrimination (Charging Party) and an Investigator. After scheduling the consultation, the Division mails the Charging Party a packet which includes a cover letter explaining the process in more detail, as well as an intake packet in order to obtain relevant information. (Attorneys are welcome to attend the meeting as well, although an attorney is not required.)

At this consultation, the Charging Party and the Investigator meet for one to two hours to discuss the claim and relevant information. The Investigator drafts a Charge of Discrimination for the Charging Party's review and signature. Filing the Charge of Discrimination at the consultation expedites the claim and better ensures timely filing within the six-month deadline for employment claims.

Please note that when an employment Charge of Discrimination is filed with our office, it is generally also filed with the Equal Employment Opportunity Commission (EEOC). Therefore, you should not file a claim with both agencies.

## **What You Should Know (and Bring) to the** **Initial Consultation Process**

- Your interview will last up to two hours.
- The goal of the interview is to file the Charge of Discrimination on the same day as your interview.
- Keep in mind that a completed intake packet with the correct name of the Respondent -- generally found on your paycheck stubs or W-2s -- is essential to the process.
- If you cannot complete the intake packet prior to your scheduled appointment, please arrive 1 hour before your appointment time so that you may complete the packet in our waiting room. This will allow you to spend up to the entire two hours with the Investigator and therefore you will maximize your interview time.
- If your Charge cannot be filed the day of your interview, you will be advised of your options at that time.
- Please make arrangements for childcare prior to arriving for your interview. Childcare is not provided by the Division.